

**MINUTES
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – APRIL 1, 2015
REGULAR MEETING – 7:00 P.M.**

Item 1. Call to Order. Council Chair Holbrook opened the regular meeting of the Scarborough Town Council at 7:00 p.m.

Item 2. Pledge of Allegiance. Members of Troop 47 led the meeting in the Pledge of Allegiance.

Item 3. Roll Call. Item The roll was called by Yolande P. Justice, Town Clerk. Thomas J. Hall, Town Manager was also present.

Shawn A. Babine	Katherine A. St. Clair
William J. Donovan	Edward NMI Blaise, III
Jean-Marie Caterina, Council Vice Chair	Pete F. Hayes
Jessica L. Holbrook, Council Chair	

Item 4. General Public Comments.

- The following members of Boy Scout Troop 47 introduced themselves and noted they were working on their Citizen in the Community Merit Badge: Conner Beaney, Ethan Lowell, Jonas Balunis Bryce Beeler and Eric Smith.

Item 5. Minutes: March 18, 2015 – Regular Meeting. Motion by Councilor Blaise, seconded by Councilor Caterina, to move approval of the minutes of the March 18, 2015, regular Town Council meeting.

Vote: 7 Yeas.

Item 6. Adjustment to the Agenda. None at this time.

Item 7. Items to be signed: a. Treasurer’s Warrants. Treasurer’s Warrants were signed during the meeting.

Item 8. Non Action Items. None at this time.

Order No. 15-019, 7:00 p.m. Public hearing and second reading on the proposed amendments to Chapter 302 – the Town of Scarborough Town Council Rules, Policies & Procedures Manual as recommended by the Rules and Policies Committee. Council Chair Holbrook opened the public hearing. As there were no comments either for or against the hearing was closed at 7:04 p.m.

Motion by Councilor Caterina, seconded by Councilor Babine, to move approval of the second reading on the proposed amendments to Chapter 302 – the Town of Scarborough Town Council Rules, Policies & Procedures Manual as recommended by the Rules and Policies Committee, as follows:

**CHAPTER 302
SCARBOROUGH TOWN COUNCIL
RULES, POLICIES & PROCEDURES MANUAL**

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, to amend Chapter 302 - the Scarborough Town Council Rules, Policies & Procedures Manual, by adding either the underlined text or deleting the text shown in strikeover type, as shown below to Section 200. Town Council Policies and Procedures:

1. Amend Subsection 201.0, as follows:

201.0 Appointments To Town Committees/Boards.

Appointments to town committee/boards must go through a two-meeting process. Name(s) of individual(s) will be posted at one Council meeting and approved at the next Council meeting. Current members will serve until a replacement is named by the Appointments Committee and certified by the Council. The term for new appointees will be for one year unless otherwise determined by the Town Council. [amended 09/04/02]

2. Amend Subsection 202.3, as follows:

202.3: Decorum.

Persons present at Council meetings are requested not to applaud or otherwise express approval or disapproval of any statements made or action taken at such meeting.

202.3.a: Citizens shall direct their remarks exclusively to the Council Chair unless the Chair allows otherwise. Citizens will strive to be accurate in their statements; and avoid ~~personalities;~~ and making personal, rude or provocative remarks. All statements should respect the dignity and seriousness of the proceeding. Citizens shall conduct themselves in a manner expected of all meeting participants. [amended 04/18/01]

202.3.b.: It shall be at the discretion of the Council Chair to ask any persons making in-appropriate statements, and/or conducting themselves in a disrespectful manner to cease such action or risk being asked to be seated or removed. [adopted 10/21/09]

Vote: 7 Yeas.

Order No. 15-024, 7:00 p.m. Public hearing and action on the new request for a liquor license from Eva Tucci d/b/a Pleasant Hill Café, located at 132 Pleasant Hill Road. Council Chair Holbrook opened the public hearing. As there were no comments either for or against, the hearing was closed at 7:07 p.m.

Motion by Councilor Caterina, seconded by Councilor Babine, to move approval action on the new request for a liquor license from Eva Tucci d/b/a Pleasant Hill Café, located at 132 Pleasant Hill Road.

Vote: 7 Yeas.

OLD BUSINESS:

Order No. 15-020. Second reading on the Bond Order for the 2015 Municipal and School Capital Improvement Projects. Thomas J. Hall, Town Manager, gave a brief overview on this Order.

Motion by Councilor Babine, seconded by Councilor Hayes, to move approval of the second reading on the Bond Order for the 2015 Municipal and School Capital Improvement Projects, as follows:

**BOND ORDER FOR
2015 MUNICIPAL AND SCHOOL CAPITAL IMPROVEMENTS**

BE IT ORDERED, That under and pursuant to the provisions of Title 30-A, Sections 5721-5729 and 5772 of the Maine Revised Statutes, as amended, and the Charter of the Town of Scarborough, Maine, the following Municipal and School Capital Improvement Projects are hereby approved for funding:

<u>2014-2015 Municipal – Equipment</u>	<u>Amount to Bond</u>
Software & Conversion	\$ 40,500.00
FD Major Apparatus Maint (refurb L 1/E6/E5)	62,000.00
F.D. Engine 3 Pumper (replacement schedule)	585,000.00

F.D. Lifepak Defibrillator/Monitor Replacement	95,000.00
Plow Truck # 4017	185,000.00
Pickup Truck # 4033	34,000.00
Additional Plow Truck	170,000.00
	<u>\$ 1,171,500.00</u>

2014-2015 Municipal - Projects

MIS Town-Wide Desktop Replacement	103,560.00
OH Prof Building-PH III Waterproofing	15,650.00
Library Office Reconfiguration	125,000.00
F.D. Major Station Maintenance Program	248,150.00
Mid-Level Road Rehabilitation (3 miles per year)	454,960.00
Pleasant Hill Rd Reconstruct, Ph I (RR overpass)	700,000.00
	<u>\$ 1,647,320.00</u>

2014-2015 Municipal - Lease Equipment

Electric Vehicle for Code Inspections	6,000.00
C.S. Replacement Tractor/Front Mount Broom	15,650.00
F.D. Replace Thermal Imaging Cameras	29,430.00
Traffic - Oak Hill Camera (Technology Upgrade)	35,000.00
	<u>\$ 86,080.00</u>

2014-2015 Municipal - Lease Projects

MIS Main Office 10 GB Switch	29,500.00
MIS Backup Disaster Recovery System	30,000.00
Public Works Software Update	55,000.00
	<u>\$ 114,500.00</u>

2014-2015 School Projects

CIP Bus Purchase	277,450.00
DW Roofing	35,000.00
DW Movable Equipment-Machinery	30,000.00
HS Auditorium Public Space	36,850.00
Facilities Support Equipment	111,000.00
	<u>\$ 490,300.00</u>

2013-2014 Municipal - Projects

MIS Replacement Climate Control System	45,000.00
	<u>\$ 45,000.00</u>

2013-2014 Municipal - Equipment

2014 2ND0T KMBS BIZHUB 224E Copier Fin, Fire, Collectn, C Care	20,700.00
2014 Fire Narrowband Radio/Munc Fire Alarm Upgrade	22,500.00
2014 Fire Replace Thermal Imaging Cameras	27,550.00
2014 Police Cruiser Equipment	15,000.00
2014 Police Tactical Team Vests	19,800.00
2014 Police Fire Alarm Digitizers	72,500.00
2013 Public Works Heavy Truck Lifts	66,250.00
	<u>\$ 244,300.00</u>

2013-2014 School Projects

DW Roofing	84,000.00
Security System Upgrade	145,000.00
	<u>\$ 229,000.00</u>

Total 2015 Bond Order \$ 4,028,000.00

BE IT FURTHER ORDERED, That a sum, not to exceed \$4,028,000, is hereby appropriated to provide for the costs of said projects; and,

BE IT FURTHER ORDERED, That to fund said appropriation, the Treasurer and the Chairman of the Town Council are hereby authorized to issue, at one time or from time to time, general obligation securities of the Town of Scarborough, Maine, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed \$4,028,000, and the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, form(s), and other details of said securities, including execution and delivery of said securities against payment therefore, and to provide for the sale thereof, is hereby delegated to the Treasurer and the Chairman of the Town Council.

Roll Call Vote: Councilor Babine – Yeas. Councilor St. Clair – Yeas.
 Councilor Donovan – Yeas. Councilor Blaise – Yeas.
 Councilor Caterina – Yeas. Pete F. Hayes – Yeas.
 Council Chair Holbrook – Yeas.

Order No. 15-025. Act on the names posted to the various committees/boards at the March 18th Town Council meeting, as recommended by the Appointments Committee. Motion by Councilor Caterina, seconded by Councilor St. Clair, to move approval of the names posted to the various committees/boards at the March 18th Town Council meeting, as recommended by the Appointments Committee, as follows:

Community Services Recreation Advisory Board.

Liam Somers to the Community Services Recreation Advisory Board as 2nd Alternate with a term to expire in 2016.

Energy Committee.

Ronald Allen to the Energy Committee as 1st Alternate to fill a term that expires in 2015.

Vote: 7 Yeas.

NEW BUSINESS:

Order No. 15-026. Presentation and First reading and schedule a public hearing on the proposed FY2016 Municipal/School Budget. Thomas J. Hall, Town Manager, gave a presentation on the proposed Municipal Budget for FY2016. He then introduced Dr. George Entwistle, Superintendent of Schools who presented the proposed School Budget for FY2016.

The following individuals spoke on this Order:

- Mike Turek of Bayberry Lane spoke on issues relating to the proposed budget and the possible increase in property taxes. He noted that two of his friends have put their homes on the market because of the increase in taxes and stated that he was disappointed at the presentation.
- Susan Hamill of 3 Bay Street spoke against this item. She felt that residents are victims of past actions. Contracts dictate what we spend and commented on the amount of debt that she thought the town had and added that we cannot afford to do everything.

- Michelle Urban of 9 Coulthard Farm Road thanked those involved for the joint effort between the School and Town. Her daughter will be going to a different high school because Scarborough does not offer what she needs. People are making tuff choices and the cuts are deep and long lasting.
- Barney Martin of 17 Foxwell Drive spoke on the proposed budget. He really does not want to be here – but he is here to support the teachers. He commented on teachers who need money allocated so that their needs are met. He did not agree with the late start idea as it could have an adverse effect on parents.
- Jane Leng a member of the School Board and a resident in town stated that her comments did not reflect the feelings of the Board, they were her own personal comments. She stated that the Superintendent focuses on the needs of the students as does the Board of Education. She noted that there was surplus every year and we use those dollars wisely. She asked everyone to support the recommendations and added individuals should live within their means.
- Bruce Stephens of 6 Surrey Lane also thanked the joint efforts between the School Board and the Town Council. We need to keep in mind we need to do what is best for the children adding that we moved here because of the schools – as did many others.
- Amy Chamberlain from Ryefield Drive supported the school budget. We need to show the children that we support them. She felt the State Representatives in Augusta need to what is right for the community and urged resident to voice their concerns to them.
- Mo Erickson of Pine Point Road spoke on the proposed budget. We want to support our teachers, but she did know where she would get the \$300 plus to pay the taxes. She asked if town employee pay more for their insurances. She felt that we should follow the motto of the Dare Program “Just say no” - at some point she felt the Council really needed to say no.
- Betsy Gleysteen of Longmeadow Road spoke on the proposed school calendar and the increase in teacher development time with no increase in instructional time for students. She tried to get a copy of the School Budget and was told that it was not available. She was not a supporter of the lap top program.
- Alex Maybarduk of Bayberry Lane also spoke on the proposed budget and added if the State were to do what they were supposed to, this conversation would probably not be happening. He added that he would not have kids in the school system and would probably only be her a few years and the resale value on his home would be better if we are known to have a good school system, as this would attract young families.

Motion by Councilor Babine, seconded by Councilor Caterina, to move approval of the first reading on the proposed FY2016 Municipal/School Budget, as follows:

Be it ordered that the Scarborough Town Council moves approval of the first reading on the Fiscal Year 2016 Budget and **schedule the public hearing for Wednesday, May 6, 2015**, on the line item appropriations and expenditures for all offices, agencies and departments of the Town as follows, and approves other additional operating expenditures which may result from the receipt of Federal or State funds or other grants and subsidies not requiring local taxation:

SUMMARY MUNICIPAL OPERATING BUDGET 2016	
TOTAL ADMINISTRATION	\$ 1,544,494
TOTAL TOWN CLERK/ELECTIONS	185,727
TOTAL HUMAN RESOURCE/GENERAL ASSISTANCE	305,206
TOTAL FINANCE ALL DIVISIONS	986,011
TOTAL MUNICIPAL INFORMATION SYSTEMS	1,172,210
TOTAL PLANNING DEPARTMENT ALL DIVISIONS	906,752
TOTAL COMMUNITY SERVICES ALL DIVISIONS	2,674,937

TOTAL LIBRARY NET – TOWN APPROPRIATION	1,015,819
TOTAL SEDCO	213,657
TOTAL FIRE ALL DIVISIONS	4,177,156
TOTAL POLICE ALL DIVISIONS	5,785,832
TOTAL PUBLIC WORKS ALL DIVISIONS	6,549,234
TOTAL DEBT (Town Only)	<u>4,899,295</u>
MUNICIPAL TOTALS	\$30,416,330

Be it further ordered, that the Scarborough Town Council hereby appropriates the sum of **\$130,000** for Resident Senior Property Tax Relief as authorized under – Chapter 313 – Property Tax Assistance Ordinance; and,

Be it further ordered, that the Scarborough Town Council hereby appropriates, for school purposes, the Education Operating Budget (including Adult Education, Food Services and school debt), the sum of **\$46,988,263** and the Town of Scarborough raises as the local share for the Education Operating Budget, the sum of **\$40,623,274** and,

Be it further ordered, that the Town Council hereby authorizes the Chairperson of the Town Council to sign the Municipal Expenditure Warrant approving all expenditures paid at the regular meetings of the Town Council and;

Be it further ordered, that the Town of Scarborough hereby adopts the **Schedule of License, Permit and Application Fees** as presented and attached hereto – Chapter 311 – Town of Scarborough, Schedule of License, Permit and Application Fees, for Budget Presentation FY 2016; and,

Be it further ordered, that the Town of Scarborough hereby appropriates the Town’s due portion of the County Tax, in the amount of **\$2,493,342** for the period July 1, 2015 through June 30, 2016; and,

Be it further ordered, that the Scarborough Town Council hereby appropriates for capital purposes, the sum of **\$1,531,026** for school capital programs and **\$1,266,530** for town capital equipment and **\$2,174,250** for town capital improvements; for a total Capital Budget of **\$4,971,806** to be funded from property taxes, lease and bond arrangements and other local, state and federal sources; and,

Be it further ordered, that the Total Gross Budget of **\$86,289,278**; this total less estimated revenues and other credits of **\$(25,454,142)** result in a Net Appropriation of **\$60,835,139**, which shall be raised from taxation. The Scarborough Town Council further fixes **Thursday, October 15, 2015**, and **Tuesday, March 15, 2016**, as the dates upon each of which one-half of such tax is due and payable, and pursuant to 36 M.R.S.A. Section 505.4 with interest to accrue upon taxes due and unpaid after each such date at the rate of **7.00%** per annum.

Be it further ordered, that in accordance with 36 M.R.S.A Section 506, the Tax Collector/Treasurer is authorized to accept prepayment of taxes not yet committed or prior to any due date and pay no interest thereon. In accordance with 36 M.R.S.A. Section 506-A, a taxpayer that pays an amount in excess of that finally assessed shall be repaid the amount of overpayment plus interest from the date of overpayment at the annual rate of **3.00%**.

Be it further ordered, that the Town Council hereby authorizes the Finance Director-Tax Collector/Treasurer or Deputy Tax Collector/Treasurer to withhold monies payable to the Town of Scarborough to cover taxes due pursuant to M.R.S.A. Title 36, Section 905; to sign on behalf of the Town, the necessary deeds and liens and tax settlements; and to invest funds in accordance with M.R.S.A. Title 30-A, Section 5706; in accordance with 36 M.R.S.A. Section 906, the Tax Collector/Treasurer is authorized to apply any tax payment received as payment for any property tax

against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill and processed in the order of liens and fees, interest and then to principal and, after the date of perfection of the tax, the Tax Collector/Treasurer is authorized to discharge any obligation to collect unpaid property taxes in the amount of \$5.00 or less and remove same from the municipal books, pursuant to 36 M.R.S.A. Section 970-A.

Be it further ordered, that in the event that that the 2016 Municipal Budget exceeds the Property Tax Levy Limit for fiscal 2016, pursuant to Title 30-A, Section 5721-A of the Maine Revised Statutes, as amended, it is the intent of the Town Council to increase the commitment to greater than the Property Tax Levy Limit.

Chapter 311- Town of Scarborough Schedule of Fees

Chapter 402a – Electrical Permit Fees	Fee
Administrative Fee [for each application] (adopted 05/06/09)	\$30.00
<u>RESIDENTIAL</u>	
Minimum Fee (amended 05/06/09)	\$30.00
Square footage of any structure (adopted 05/06/09)	\$0.05
Service Inspection (adopted 05/06/09)	\$30.00
Each Garage – Under, Attached, Unattached (amended 05/06/09)	\$30.00
<u>RENOVATIONS</u>	
Rewiring Complete Existing Home – Same as New	
Each Room (amended 05/05/04)	\$15.00
Meter and Panel Upgrade (amended 05/06/09)	\$30.00
Alarm/Low Voltage (adopted 05/06/09)	\$30.00
Pools, In-Ground or Above (amended 05/06/09)	\$30.00
Storage or Utility Buildings (amended 05/06/09)	\$30.00
<u>COMMERCIAL</u>	
Minimum Fee	\$30.00
Square Footage of Any Structure (adopted 05/06/09)	\$0.05
All Signs – Each (amended 05/05/04) (amended 05/06/09)	\$30.00
Yard Lights – Up to 6 (amended 05/05/04) (amended 05/06/09)	\$40.00
Each Additional over 6 Yard Lights (amended 05/06/09)	\$10.00

Chapter 404a – Local Plumbing Permit Fees Internal Permit Fee Schedule	Fee
Administrative Fee [for internal permit applications](adopted 05/07/2014)	\$20.00
1. The minimum permit fee is: (amended 05/06/09)(amended 02/16/2011)	\$40.00
2. The fixture fee for all fixtures is per fixture and is: The fixture fees are no longer on a sliding scale. (amended 05/06/09)(amended 02/16/2011)	\$10.00 ea.
<u>EXTERNAL PERMIT FEE SCHEDULE COMPLETE SYSTEM</u>	
Non-engineered System (amended 05/06/09)(amended 02/16/2011)	\$250.00
Primitive Disposal System (includes alternative toilet) (amended 05/06/09)	\$130.00
Engineered System (amended 05/06/09)	\$250.00
<u>SYSTEM COMPONENTS (INSTALLED SEPARATELY)</u>	
Treatment Tank (amended 05/06/09)(amended 02/16/2011)	\$150.00
Holding Tank (amended 05/06/09)	\$130.00
Alternative Toilet (amended 05/06/09)	\$65.00
Disposal Area (amended 05/06/09)(amended 02/16/2011)	\$150.00

Engineered Disposal Area (amended 05/06/09)	\$200.00
Separated Laundry Disposal Area (amended 05/06/09)	\$50.00
OTHER	
External Permit Amendments (adopted 05/07/2014)	\$75.00
Seasonal Conversion Permit (amended 05/06/09)	\$65.00

Chapter 405 – Zoning	Fee
Requests for Zoning Amendments (Not from Planning Board or Town Council)	\$250.00
Contract Zoning – Non-Refundable Application Fee (11/20/02)(amended 05/05/04)	\$500.00
Zoning Determination Letter (adopted 05/07/2014)	\$35.00
Planning Administrative Review Fee (adopted 05/07/2014)	\$75.00
Review Fee for Private Way Registration (amended 06/02/04)	\$100.00
One (1) Dwelling Unit Credit (<i>as per Section VIID(E)1, Development Transfer Provisions</i>) (July 18, 2007)	
Affordable Housing In-Lieu Fee Per Dwelling Unit [Adopted 11/06/2013]	\$20,000
CODE ENFORCEMENT -	
Building Permit Fees [-a minimum of] (amended 05/06/09)	\$35.00
Residential / Commercial Unfinished, per square foot (amended 05/05/04) (amended 05/03/06)	\$0.20
Residential / Commercial Finished, per square foot (amended 05/05/04) (amended 05/03/06)	\$0.40
Renovations/Remodels/Alterations/Minor Additions, Residential/Commercial (adopted 05/07/2014)	\$10.00 per \$1,000 of est. cost of construction
Sheds less than 250 SF(adopted 05/07/2014)	\$35.00
Minimum Application Fee - Will be applied toward the building permit when issued. Applies to new construction and renovations over 1,000 square feet.	\$110.00
First Offense Double the Permit Fee	
Each Offense Thereafter Triple the Permit Fee	
Demolition Permit Fees (amended 05/05/04) (amended 05/06/09)(amended 05/02/2012)	\$50.00
Zoning Board Of Appeals - Per Appeal (amended 05/05/04)	\$250.00
Certificate of Occupancy/Change of Use Fee [no charge if in conjunction with other active permits) (adopted 05/06/09) (amended 05/07/2014)	\$50.00
Sign Permit Fees	
Permanent Signs – each (amended 05/05/04) (amended 05/06/09)	\$35.00
Temporary Signs – each (amended 05/05/04) (amended 05/06/09)	\$35.00
Plus Deposit Required (refundable deposit for removal of sign) (10/02/02)	\$300.00
Temporary Storage Containers - Per Application (10/01/97) (amended 05/05/04)	\$25.00
Heating Appliance Permit (adopted 05/07/2014)	\$35.00
The fees for electrical permits, plumbing permits and building permits shall include one inspection of the work covered by each permit. Typically permits include the following inspections: A) Foundation; B) Bed bottom for leech fields; C) Leech bed; D) Electrical; E) Plumbing; F) Framing; and, G) Certificate of Occupancy. For each re-inspection thereafter, per-permit, a fee of \$50 shall be charged. If a re-inspection is required because the permit holder called for an inspection before the work was ready for inspection, such re-inspection shall not occur for at least two (2) weeks, unless the permit holder pays a surcharge of \$200 in addition to the \$50 re-inspection fee. For after the fact Certification of Occupancy/Change of Use Permits and Inspections, the fee is doubled (amended 10/06/04) (amended 05/07/2014)	

Chapter 405A - Floodplain Management	Fee
Non-Refundable Permit Application Fee	\$50.00

Chapter 405B - Site Plan Review	Fee
Site Plan Application Fee (plus fee per Square Feet)(adopted 05/07/2014)	\$500.00
Site Plan Amendment Fee (plus fee per Square Feet)(adopted 05/07/2014)	\$250.00
Under 1,000 Square Feet (amended 05/07/2014)	\$0.00
1,000 to 2,000 Square Feet (amended 05/07/2014)	\$250.00
>2,000 to 5,000 Square Feet (amended 05/07/2014)	\$500.00
>5,000 to 10,000 Square Feet (amended 05/07/2014)	\$1,000.00
>10,000 Square feet and over, plus \$25.00 per 1,000 above 10,000 square feet (amended 05/07/2014)	\$1,000.00

Chapter 405C – Shoreland Zoning	Fee
Planning Board Review (adopted 05/07/2014)	\$250.00

Chapter 406 - Subdivision Review	Fee
Subdivision Application Fee (plus fee per lot) (adopted 05/07/2014)	\$750.00
Subdivision Amendment Application Fee (plus fee per lot) (adopted 05/07/2014)	\$250.00
Charge Per Lot (amended 05/05/04)	\$175.00

Chapter 407 - Septic Tank Sludge Disposal Fees	Fee
Field Spread - per gal. (amended 05/05/04)	\$0.04
Holding Tank - per gal. (amended 05/05/04)	\$0.08
Disposal Of Treatment Plant Sludge S.S.D. Only - per gal. (amended 05/05/04)	\$0.08
Disposal Of Industrial Sludge & Wastes - per gal. (amended 05/05/04)	\$0.08
Grey Water 2,000 Gallons, Maximum Load - per load (amended 05/05/04)	\$4.00

Chapter 408 - Extractive Industry, Waste Control, Landfill, And Land Reclamation	Fee
Plan Review Fee - Minimum fee (amended 05/05/04) (amended 05/07/2014)	\$250.00
Additional Fee Per Acre In Excess Of 10 Acres - Per additional acre over 10 acres (amended 05/05/04)	\$15.00

Chapter 410 - Road Impact Fee Ordinance And Designating Approved Projects

The following fees and charges are established for development and the following projects are designated as eligible for funding from the Highway Impact Fee Trust Fund:

Fees	Peak Hour Trips		Cost of Trip
A. District 1	N	X	\$149.43
B. District 2	N	X	\$292.42
C. District 3	N	X	\$499.05
D. District 5	N	X	\$1,024.52

Where N = Estimated number of peak hour trips. Total trips generated during the p.m. peak hour for a development can typically be determined by trip rates presented in the 1987 Institute of Transportation Engineers (ITE) “Trip Generation” handbook, or estimated by field measurements collected at similar type developments. If, however, the ITE handbook does not have applicable rates, then the rates should be based on sufficient field data collected at a similar site. There are several types of development (i.e., fast food, shopping plazas, convenience stores, etc.) that simply redirect existing pass-by trips already on the existing roadway system; these trips should not be included in

the assessment system. Only “new” trips to the system roadways should be assessed a development fee.
The total Impact Fee for a project shall be the sum of the fees for each district affected.
Projects eligible for funding from the Road Impact Fee Trust Funds are those projects depicted on the 100 scale aerial photographs titled “Long Range Transportation Improvement Program” (April 1989), prepared by Vanasse Hangen Brustling, Inc. as part of the 1988 Maine Mall/Jetport Area Traffic Study conducted for the Portland Area Comprehensive Transportation Study (PACTS) and the Maine Department of Transportation.

Chapter 413 – Growth Ordinance	Fee
Application Fee (amended 11/03/04)	\$1,500.00

Chapter 500 - Trailer & Trailer Camp	Fee
Application Fee, minimum	\$27.50
Each unit in excess of 10 (amended 05/21/2008)	\$3.75
Maximum Fee (amended 05/21/2008)	\$200.00

Chapter 501 - Tenting & Camping Ordinance	Fee
Annual Fee For Tenting/Camping Season License, per lot (amended 05/05/04; 05/21/2008)	\$2.25

Chapter 601 – Traffic Ordinance [amended 05/02/2012]	Fee
Section 26 – Penalties General (05/03-2006)	
Fine for any violation of this ordinance is:	\$80.00
If paid within 30-days of issuance of the ticket the fine is reduced to:	\$40.00
Section 27 – Illegally Parked Vehicles (05/03-2006)	
Fine for illegally parked vehicle, except handicapped parking violation is:	\$80.00
If paid within 30-days of issuance of the ticket parking fine is reduced to:	\$40.00
Fine for parked vehicle violating handicapped parking is:	\$120.00
If paid within 30-days of issuance of the ticket parking fine is reduced to:	\$60.00
Section 30 – Towing Rate Schedule -	
Service Call - Gas, Jumpstarts, lockouts, tire change, etc. Range	\$25.00 to \$40.00
Vehicle Storage, per day, INCLUDING non-business days (amended 05/07/2014)	\$40.00 per day
Call out fee, to come to shop during non-business hours (amended 05/07/2014)	\$40.00
Vehicle Tow	
Day (amended 05/07/2014)	\$80.00
Night (amended 05/07/2014)	\$90.00
Snow Tow – Range	
Day (amended 05/07/2014)	\$90.00
Night (amended 05/07/2014)	\$100.00
Vehicle Tow w/dollies – Range (amended 05/07/2014)	\$80 to \$100
Motorcycle Tow – Same as vehicle due to special equipment	
Pull out – Range	\$40 to \$85
Recovery – Same as tow, depending on time of day. After first hour \$70 per additional hour plus any special equipment, i.e., bulldozer, etc.	
Definition of Hours – Daytime Hours = 0700 to 1800 hours; Night Time Hours = 1800 to 0700 hours	

<u>Chapter 602A – Mass Gathering</u>	<u>Fee</u>
Application Fee, each event; 1,000 – 2,500 (Number of anticipate patrons) [amended 05/05/04; 05/21/2008; 06/06/2012]	\$175.00
Application Fee, each event; 2,501 – 5,000 (Number of anticipate patrons) [adopted 06/06/2012]	\$350.00
Application Fee, each event; >5,000 (Number of anticipate patrons) [adopted 06/06/2012]	\$500.00
<u>Chapter 607 - Alarm Systems</u>	<u>Fee</u>
False Alarm Fee - per occurrence after third false alarm within one year (amended 05/05/04)	\$250.00
<u>Chapter 608 – Fireworks Ordinance</u>	<u>Fee</u>
Non-Refundable Local Fireworks Display Permit Application Fee (amended 06/15/05)	\$50.00
<u>Chapter 612 – Rules & Regulations for Use of Parks & Recreation Facilities</u>	<u>Fee</u>
Application Fee	\$100.00
Application Fee for Non-Profit or Service Groups	\$50.00
<u>Chapter 702 - Street Opening, Fees</u>	<u>Fee</u>
Excavator License Fee Annual (amended 05/07/2014)	\$125.00
Excavation Permit Fee - Each Excavation (amended 05/05/04)	\$50.00
Renewal Of Excavation Permit (amended 05/05/04)	\$50.00
<u>Other Charges</u>	
1. Removing and replacing regulatory signs	\$50.00 each
2. Removing and replacing street name and stop signs	\$50.00 each
3. Reinstalling street and right of way granite monuments	\$800.00 each
4. Long-term maintenance reserve for bituminous street openings	\$25.00 per sq. yd.
<u>Chapter 901 – Refuse collection Fee</u>	<u>Fee</u>
1. Commercial Hauler	\$500.00 each
2. Residential Hauler	\$500.00 each
Applications for license renewal received after March 1 st shall pay a late fee in the amount of \$100.00 in addition to the regular application fee. (05/03/2006)	
<u>Chapter 1002 - Shellfish Ordinance, Fees</u>	<u>Fee</u>
Resident Commercial	\$200.00
Non-resident Non-reciprocating Commercial	\$400.00
Resident Student Commercial	\$100.00
Non-resident Student Commercial	\$200.00
Over - 60 Years Resident Commercial (Bushel)	\$100.00
Resident Recreational - (Over 65 Free)	\$25.00
All Day Licenses – Resident and Non-resident (amended 04/06/05)	\$10.00
<u>Chapter 1003 – Hawkers & Peddlers</u>	<u>Fee</u>
License Fee for Hawkers & Peddlers License (05/21/2008)	\$110.00
<u>Chapter 1004 - Taxicab Licenses</u>	<u>Fee</u>
Annual License - Each Taxicab (amended 05/05/04) (amended 05/06/09)	\$150.00
Annual License - Each Operator (amended 05/05/04) (amended 05/06/09)	\$50.00

<u>Chapter 1005 - Innkeepers Licenses (06/21/2006)</u>	<u>Fee</u>
Application Fee	\$50.00
Per Room Fee	\$3.00 per room
Maximum Fee Not to Exceed	\$350.00
<u>Chapter 1006 - Ferry Beach/Hurd Park Fees Season Passes</u>	<u>Fee</u>
Resident And/Or Taxpayer Season Pass - (includes Ferry Beach, Higgins Beach and Hurd Park) (amended 05/05/04; 05/18/11)(amended 05/02/2012) (amended 05/07/2014)	\$40.00
Resident - Additional Vehicle Registered to the Same Address	\$5.00
Non-Resident Season Beach Pass - (includes Ferry Beach Higgins Beach and Hurd Park) (amended 05/05/04) (amended 05/02/2012) (amended 05/07/2014)	\$75.00
Resident Commercial Fisherman Season Beach Pass - (Ferry Beach <u>only</u> , <i>must</i> show State Commercial Fisherman License)	FREE
Resident Senior Citizen Season Pass - (includes both Ferry Beach, Higgins Beach and Hurd Park)	FREE
Resident Veteran Lifetime Season Pass – Applications must be filed and applicant must meet the following criteria: must be a resident of the Town of Scarborough and must have received an honorable discharge or general discharge under honorable conditions [copy of DD214 must accompany application]. This pass will not expire and is valid for the lifetime of the holder. (Please note that any Scarborough Veteran age 60 years or older will not be issued a Resident Veteran Season Pass as they are automatically entitled to a free Resident Senior Citizen Season Pass.) (Adopted 05/19/2010)	FREE
<u>DAILY PARKING RATES (WITHOUT PASS)</u>	
Daily Parking: Ferry Beach, Higgins Beach And Hurd Park (amended 05/05/04) [amended 05/02/2012]	\$10.00
End of Day Parking Fee (e.g. Passenger Vehicles, Motor Bikes) – 3 PM to 5 PM (amended 05/03/05)	\$5.00
Larger Vehicle Daily Parking Fee - (R.V.'s, Campers and Buses) (amended 05/05/04)	\$35.00
<u>BOAT LAUNCHING FEE</u>	
Launching from any town facility, includes Ferry Beach Boat Launch and Co-op Boat Launch (Note – Ferry Beach – parking is not included)	
Resident – Daily Boat Launching Fee (amended 05/05/04)	\$10.00
Resident – Seasonal Boat Launching Fee	\$25.00
Resident Commercial Fisherman Seasonal Boat Launch Pass	Free
Non-Resident – Daily Boat Launching Fee (amended 05/05/04)	\$20.00
Non-Resident – Seasonal Boat Launching Fee	\$50.00
<u>Chapter 1007 - C.A.T.V. (Cable T.V.) Operators Fees</u>	<u>Fee</u>
Franchise Filing Fee (Amended 05/04/2011)	\$1,000.00
<u>Chapter 1008 - Special Amusement Operator License Fees</u>	<u>Fee</u>
Annual License Fee	\$110.00
<u>Chapter 1009 – Coin Operated Game License Fees</u>	<u>Fee</u>
Annual License Fee - Per Machine (B-2 Zone)	\$110.00
Annual Video Arcade License Campgrounds (R-F Zone) Maximum of 25 machines (amended 05/03/06)	\$1,500.00

Chapter 1010 - Massage Establishment Annual License Fees	Fee
Massage Establishment	\$55.00
Combined Massage Establishment/Massage Therapist	\$35.00
Massage Therapist	\$30.00

Chapter 1011 - Para-Massage Establishment Annual License Fees	Fee
Para-Massage Establishment License	\$55.00
Para-Massager License	\$30.00
Combined Para-Massager Est./Para-Massager License	\$35.00

Chapter 1012 - Adult Business - Viewing Booth Annual License Fees	Fee
Annual License For Each Viewing Booth	\$110.00

Chapter 1013 - Ice Cream Trucks (06/18/97)	Fee
Application Fee	\$110.00
Each Additional Truck	\$30.00

Chapter 1017 – Pawnbroker Fees (02/17/2010)	Fee
Application Fee	\$100.00
SBI Check	\$25.00

Chapter 1201 - Cemetery Fees	Fee
Sale Of Lots -	
Scarborough Memorial Cemetery Per Grave (amended 05/05/04)	\$400.00
Scarborough Memorial Cemetery – Section D, Lots for Cremations Only (adopted 02/16/2011)	\$220.00
Grave Opening Charges	
Regular Burial (amended 05/05/04 – 05/04/2011)	\$450.00
Cremations/Other (Weekends) (amended 05/05/04 – 05/04/2011)	\$125.00

Chapter 1401 – Coastal Water and Harbor Fees [amended 02-20-13]	Fee
Annual Mooring Fee	
Resident And/Or Taxpayer (amended 05/05/04)	\$50.00
Non-Resident (amended 05/05/04)	\$100.00
Annual Pier Maintenance Fee	
Commercial User	\$100.00
Non-Commercial User	\$50.00

Assessing Office Charges	Fee
Printouts	
Name/Location/Map & Lot	\$25.00
Name/Address/Location/Map & Lot	\$50.00
Name/Location/Map & Lot/Assessment	\$75.00
Name/Address/Location/Map/Lot/Assess	\$75.00
Name/Address/Location/Map/Lot/Assess/Ref.	\$100.00
Valuation Report – Printout per page	\$2.00
Mailing Labels - Each	\$.05
Copy of Property Card	\$2.00

Large Map	\$5.00
Reduced Map	\$2.50
Reduced Set of Maps	\$200.00
<u>Fire Department Fees</u>	
<u>Fire Department Construction Permit & Plans Review Fees</u>	<u>Fee</u>
A Fire Department construction permit is required for any new construction, or remodeling of existing commercial space, or erection of any temporary structures for commercial purposes. The permit allows us to review important information concerning life safety issues, the buildings alarm & suppression systems, utility connections, heating system information, water supply, hazardous materials, fire lanes, and a variety of other items prior to the start of construction. (amended 11/05/03)	
Minimum Fee	\$25.00
Construction permit fees for all commercial buildings shall be	\$0.10 per sq. ft.
Commercial structures include any building that is non-residential, or any residential complex that has three or more living units.	
Construction permit fees cover the following services:	
Initial conference and fact finding discussion	
Concept plans review for compliance with local ordinances	
Site Plan review	
Construction plans review	
Follow-up meetings with contractors, architects, and building owners	
Structural building inspections as necessary during construction	
One (1) comprehensive alarm system and fire suppression system test to be scheduled after coordination of reporting information with the Fire Department, and after all components have been installed to the applicable codes and pre-tested through to the monitoring company.	
One (1) final Certificate of Occupancy inspection to be scheduled when all Federal State and Local codes have been met and the building is ready for occupancy.	
<u>Additional Fire Dept. Construction Permits & Plans Review Fees</u>	
Re-inspection of alarm & fire suppression system testing required due to improper pre-testing, installation, or lack of coordination with the Fire Department concerning appropriate reporting requirements. (amended 05/05/04) (amended 05/06/09)	\$100.00 first occurrence and \$200.00 for second and any subsequent occurrence
Re-inspection fee for Certificate of Occupancy (amended 05/05/04) (amended 05/06/09)	\$100.00 first occurrence and \$200.00 for second and any subsequent occurrence
Commercial Fire Alarm Plan Review & Permit Fee (adopted 05/06/09)	\$100.00
Commercial Sprinkler System Plan Review & Permit Fee (adopted 05/06/09)	\$100.00
Blasting Permit Fee (adopted 05/06/09)	\$50.00
<u>Fire Department Fees</u>	<u>Fee Per Hour</u>
Aerial / Ladder Truck	\$150.00
Pumper Truck	\$125.00
Squad Truck	\$125.00
Command Van	\$100.00

Rescue Unit	\$100.00
Tank Truck 4 x 4/Marine Rescue Boat (amended 05/07/2014)	\$75.00
Utility Truck/Chief or Duty Officers SUV (amended 05/07/2014)	\$50.00
All-Terrain Vehicles (amended 05/07/2014)	\$25.00
Personnel Labor [amended 05/01/2013]	\$45.00
<u>Fire Department Rescue Charges</u>	<u>Fee</u>
Base Rescue Charges:	
Based on bundled rate plan adopted May 1, 2013, these rates shall automatically adjust when and by the same % as those established and approved by the Centers for Medicare & Medicaid Services (CMS).	
Basic Life Support Non-Emergency (adopted 05/01/2013) (amended 05/07/2014)	\$523.44 <u>\$533.91</u>
Basic Life Support Emergency (adopted 05/01/2013)(amended 05/07/2014)	\$523.44 <u>\$533.91</u>
Advance Life Support Level 1 Emergency (adopted 05/01/2013) (amended 05/07/2014)	\$807.53 <u>\$823.68</u>
Advance Life Support Level 2 Emergency (adopted 05/01/2013) (amended 05/07/2014)	\$1,145.75 <u>\$1,168.67</u>
Additional Rescue Charges:	
Mileage (adopted 05/07/2014)	\$8.86 <u>\$9.04</u>
No Transport (amended 05/05/04)(amended 05/06/09)(amended 01/18/12)	\$125.00
Paramedic Intercept Fee (05/21/2008)	\$300.00
Fees are set by State Statutes – pursuant to Title 22, Health and Welfare, subtitle 2, §1711, pertaining to <i>Fees charges</i> , and as amended from time to time. (adopted 05/07/2014)	
<u>Chapter 1015 -Food Handlers Registration Fee</u>	
<u>(adopted 05/03/06)(amended 05/21/08)(amended 05/05/2010)</u>	
Food handlers Registration Fee – Year Round Business	\$220.00
Seasonal, catering and in-home food handlers [Seasonal - 6 months or less]	\$110.00
<u>Chapter 1016 - Garage/Yard Sale (adopted 03/07/2007)</u>	
<u>Fee</u>	
Garage/Yard Sale Permit	\$5.00 per sale
<u>Horse Beach Permit (per rider) (adopted 10/02/02)</u>	
<u>Fee</u>	
All Permits (amended 05/06/09; amended 09/16/09)	\$20.00
<u>Interest Penalties (adopted 05/02/2007)</u>	
<u>Penalty</u>	
Interest on fees, charges or payments owed to the Town which are more than 30-days past due	1.5% per month
<u>Miscellaneous Fees (adopted 05/03/05) (amended 02/15/06)</u>	
<u>Fee</u>	
Marriage Ceremonies Performed (amended 02/15/06)	\$50.00
Miscellaneous Administrative Fees – Town Clerk’s Office (amended 05/06/09)	\$15.00
Replacement Fee for all Applications and Licenses/Permits (adopted 05/04/2011)	\$5.00
Genealogy / Research – \$3.00 per name, whether or not a record is found, this includes a photocopy. For an attested copy, the fee is as set by the State of Maine Office of Vital Records.	
Dog License Late Fee – Upon receipt of the rabies certificate(s) from the State of Maine the Town Clerk’s Office will notify owner(s) they need to register their dog(s) within 10-days. If a resident fails to license their dog(s)	\$25.00 per dog

within 10-days of notification from the Town Clerk's Office a late fee will be charged for each dog. (05/21/2008) (amended 05/07/2014)	
Non-sufficient Funds (adopted 05/07/2014)	\$30.00

<u>Notary Fee (amended 3/6/96; 05/05/04; 05/21/2008)</u>	<u>Fee</u>
First 3-pages	\$10.00
Any Documents more than 3-pages	15.00
<u>Photocopies</u>	<u>Fee</u>
Single Sheets - Their Original	
8 ½ x 11 Regular, each copy	\$0.25
8 ½ x 14 Legal, each copy	\$1.00
11 x 17 Ledger, each copy	\$1.50
<u>Photocopies (amended 3/6/96)</u>	<u>Fee</u>
Single Sheets - Our Document	
8 ½ x 11 or 14 or 17, first page	\$2.00
Each Additional Page	\$0.50
Maps, each copy	\$5.00
Meeting DVD [Copying]	\$25.00
Electronic Responses to Requests (adopted 05/07/2014)	\$15.00 per hour [or any part thereof]

<u>Police Department Charges</u>	<u>Fee</u>
Special Police Charge, Per Hour (amended 05/05/04; 05/02/07; 05/21/2008; 05/04/2011)	\$43.90
Police Cruiser Charge (adopted 05/07/2014)	\$46.35 per every four hours
Notice of minimum charge if event is canceled without proper notice	
Police Reports	
First Page (amended 05/05/04)	\$12.00
Each Additional Page (amended 05/05/04)	\$1.50
Fingerprinting	
For Civilians' Personal Use (not criminal), each set	\$3.00
Copy Of Video Tape	
Blank Tape Provided (amended 05/05/04)	\$12.00
No Tape Provided (amended 05/05/04)	\$15.00

<u>Public Works Department Charges</u>	<u>Fee</u>
Fee for Building Coordination Form (05/05/04)	\$25.00

<u>Voter Registration Fees (amended 09/06/2006)</u>	<u>Fee</u>
Fees are as set by the Secretary of State's Office pursuant to Title 21-A, Section 2, §4, <i>Fees</i> , and as amended from time to time.	

<u>Vehicle Registration Fee</u>	<u>Fee</u>
Fees are set by the Secretary of State's Office, Department of Motor Vehicles pursuant to Title 29-A, Subchapter 2 §, <i>Fees</i> , and as amended from time to time. [amended 05/02/2012]	

Vote: 5 Yeas. 2 Nays [Councilors Hayes and St. Clair].

Item 9. Standing and Special Committee Reports and Liaison Reports.

- Councilor Babine listed the dates for upcoming Finance Committee meetings – which will be posted on the Town’s Website. As the School Board Liaison he would be attending its upcoming meeting.
- Councilor Donovan also spoke on the Finance Committee meetings. He noted that he had attended the US Fish and Wildlife meeting last week and they were impressed with the efforts that the Town has made relating to the Piping Plovers.
- Councilor Caterina noted there would be a Long Range Planning Committee meeting on Friday, April 3rd at 8:00 a.m.; the Legislation Policy meeting would be held on Wednesday, April 8th in Augusta and the Conservation Commission would be meeting next week.
- Councilor St. Clair noted that the Ordinance Committee meeting is scheduled for Tuesday, April 21st at 9:30 a.m. here at Town Hall.
- Councilor Blaise gave an update on the Planning Board.
- Councilor Hayes gave an update on the Senior Advisory Board and on the Transportation Committee.
- Councilor Chair Holbrook gave an update on the Historic Preservation Committee, noting that the final meeting would be held on April 17th. She also gave an update on the Housing Alliance April 16th at 6:30 p.m. and the Appointments Committee would meet prior to the May 6th Town Council meeting.

Item 10. Town Manager Report. Thomas J. Hall, Town Manager, gave the following updates:

- The proposed FY2016 Municipal/School Budget as well as the presentation from this evening would be posted to the town’s webpage as soon as possible.
- Manager Communications would be back on track now that the budget has been compiled and presented.
- The Policy for Tax Acquired Property had been updated and he has had contact with a few individuals and would be updating the Town Council soon.
- The School would be Hosting Community Forum on Thursday, April 30th at 4:30 p.m. at Wentworth café and urged everyone who has not attended to do so.
- The Community Chamber Annual Dinner would be held on Tuesday, May 19th at 5:30 p.m. at Piper Shores.
- There were Piping Plovers seen on Pine Point Beach today.

Item 11. Council Member Comments.

- Councilor Hayes felt this budget season would be challenging and encouraged the public to be engaged in the process and to ask a lot of questions – What do you want us to do for your community?
- Councilor Blaise thanked the Town Manager and the Superintendent for their presentation adding there is still a lot of work yet to be done to come up with a reasonable budget.
- Councilor St. Clair thank the Finance Director and School Business Manager for their work. She noted that Portland Pie is donating a portion of the proceeds on Monday, April 16th from 5:00 to 9:00 p.m. to the Library in honor of National Library Week. She thanked the School Board and the town staff for all their work they had done on the FY2016 Budget.
- Councilor Caterina thanked the School Board, the Superintendent and the Town Manager in working with both Finance Committees. She went on to mention the Backpack Program that is offered through the school lunch program – there are over 100 students who go hungry and the program is in need of monetary donations as well as food donations – for more information, please contact Judy Campbell through the School Department. The Academic Decathlon won

the State Title and now needs to raise \$5,000 to go to the nationals in CA, contact Councilor Caterina for more information on how [who] to donate.

- Councilor Donovan also commended the Finance Director and the School Business Manager. He also acknowledged Chief Moulton and Chief Thurlow who were present this evening for their service. He also thanked the letter writers relating to the various topics he had received.
- Councilor Babine commented on the presentation on the Audit, which had come back very clean. He went on to congratulate two of MaineBiz Magazine Business Leaders of the Year who were from Scarborough; Jim Wellehan, President and Co-Owner of Lamey-Wellehan Shoes and Doug McKeown, CEO of Woodard and Curran. He thanked those residents who spoke this evening and went on to comment on the joint workshop with the School Finance Committee adding there is much work to do with this year's budget. He commented on the pay as you throw.
- Council Chair Holbrook reminded all Councilors to turn in their Council Disclosure Statement which are due by the end of this month. She acknowledged Michael Libby, a young high school student, who ran into a burning structure to see if there was any one inside. She then sent condolences to the family of Harvey Warren.

Item 12. Adjournment. Motion by Councilor Babine, seconded by Councilor St. Clair, to move approval to adjourn the regular meeting of the Scarborough Town Council.

Vote: 7 Yeas.

Meeting adjourned at 9:38 p.m.

Respectfully submitted,

Yolande P. Justice
Town Clerk